

2 FAM 1100 REGULATIONS AND RELATED PROGRAMS

2 FAM 1110 DIRECTIVES

(TL:GEN-295; 09-14-1999)

2 FAM 1111 POLICY AND OBJECTIVE

2 FAM 1111.1 Policy

(TL:GEN-295; 09-14-1999)
(State Only)

It is the policy of the Department of State to articulate its official policies and procedures in a uniform, consistent, and single program.

2 FAM 1111.2 Objective

(TL:GEN-295; 09-14-1999)
(State Only)

- a. It is the objective of the Directives Program to provide a documentary and evidentiary basis for operations by ensuring that the necessary policy and regulatory information is available to program management and operating offices so that responsibilities can be carried out in accordance with statutory and Executive mandates.
- b. This objective is achieved by:
 - (1) Providing a single, comprehensive and authoritative source, the *Foreign Affairs Manual* (FAM), and related Foreign Affairs Handbooks (FAH), for policies and regulations that govern the operations of the Department, the Foreign Service, and when applicable, other Foreign Affairs Agencies;

- (2) Organizing and structuring policy and regulatory information and providing indices and references to facilitate effective use;
- (3) Incorporating statutes, Executive Orders, other agency directives, and Department policies into the FAM and FAH;
- (4) Issuing changes and additions to policy and regulations in a timely manner;
- (5) Periodically reviewing the FAM to ensure completeness and accuracy; and
- (6) Supporting operational needs of offices with sufficient copies of FAM, FAH, and related directives changes.

2 FAM 1111.3 Scope

(TL:GEN-295; 09-14-1999)
(State Only)

These regulations apply to the Department of State and its operations worldwide.

2 FAM 1111.4 Applicability

(TL:GEN-295; 09-14-1999)
(State Only)

These regulations apply to all personnel of the Department of State worldwide.

2 FAM 1112 RESPONSIBILITIES

2 FAM 1112.1 Program Offices

(TL:GEN-295; 09-14-1999)
(State Only)

Program offices are responsible for:

- (1) Drafting and coordinating appropriate directives to incorporate necessary policies and regulations into the FAM and FAH; and
- (2) Ensuring the policies and regulations are current by periodically

reviewing appropriate directives and issuing any changes that may be necessary to maintain the comprehensiveness and accuracy of the FAM.

2 FAM 1112.2 Operating Offices

(TL:GEN-295; 09-14-1999)
(State Only)

Operating offices are responsible for notifying the proper program office, if known, or the Directives Management *Staff* of any discrepancies in the FAM or FAH.

2 FAM 1112.3 Directives Management Staff

(TL:GEN-295; 09-14-1999)
(State Only)

- a. The Directives Management *Staff* (*A/RPS/DIR*) is responsible for:
 - (1) Analyzing, evaluating, organizing, and editing directives and changes to the FAM or FAHs;
 - (2) Coordinating statutory, Executive Orders, and other agencies' directive requirements with responsible offices and ensuring that they are incorporated into the FAM or FAH;
 - (3) Determining the validity of Department of State regulatory materials; and
 - (4) Periodically reporting to management the status of the Directives Management Program and objectives.
- b. DIR must approve and ensure that all regulatory materials are cleared before publication or issuance (this includes changes issued in a manner covered under section 2 FAM 1115.2, below). Drafting offices should consult DIR before obtaining final clearance on materials *that* are proposed for publication in the FAM or FAH.
- c. DIR also maintains the official Department of State organization chart. This chart reflects the structure of the Department as given by the organizational and functional statements in 1 FAM (*Organization and Functions*).

2 FAM 1112.4 Office of Inspector General

(TL:GEN-277; 07-21-1992)
(State Only)

The Office of Inspector General (OIG) has a statutory mandate under sections 4(a)(2), (3), and (4) of the Inspector General Act of 1978, as amended (5 U.S.C. Appendix), to review existing and proposed regulations, policies, and procedures relating to the programs and operations of the Department of State. The reviews are made to determine their effect on the economy and to make recommendations to prevent and detect fraud, waste, and abuse.

2 FAM 1112.5 Other Agencies

(TL:GEN-277; 07-21-1992)
(State Only)

- a. The Department of State, the Agency for International Development (USAID), and the Departments of Commerce and Agriculture have determined that maximum uniformity in their administrative policies and procedures is essential in their activities. Directives, therefore, should be joint efforts whenever the agencies have directives covering common operations. When issued in Department regulatory materials (the FAM, FAH) these are shown as uniform regulations, according to the style determined by *A/RPS/DIR*.
- b. A Joint Regulations Board, consisting of a representative from State (DIR), who is chairman, and one representative each from USAID, Commerce, and Agriculture, administers the uniform directives program. The Department is responsible for leadership, but all agencies participating have equal voice in developing uniform directives.

2 FAM 1112.6 Volume Coordinator

(TL:GEN-295; 09-14-1999)
(State Only)

- a. *A Volume Coordinator is the designated official for performing Department regulatory oversight and liaison functions in cooperation with the Directives Management Branch (A/RPS/DIR), which is the office responsible for managing the Directives Program. Each Volume Coordinator is designated by the Assistant Secretary (or equivalent) who is designated in 1 FAM as having managerial responsibility for that particular volume.*
- b. *Provides oversight to the assigned volume (and attendant handbooks),*

monitoring status of pending items and reviewing issuance dates to ensure that the material contained in the FAM/FAH is current.

- c. Acts as a channel for changes to the volume. The Volume Coordinator is involved in all formal submissions to DIR (sometimes drafting the formal submission memorandum), and may (if appropriate) act as the conduit for all submissions and revisions between the substantive office and DIR.*
- d. Ensures proper clearances before formal submission to DIR.*
- e. Acts as the signing/clearance officer on volume and related issues in other volumes (in the latter, most often as clearance conduit).*
- f. Keeps management informed of the status of changes or old portions of the FAM/FAH needing revision, and secures management's cooperation in ensuring that reviews and revisions are carried out.*
- g. Works with the designated DIR management analyst to issue revisions to the FAM/FAH material that the Volume Coordinator is responsible for.*
- h. Identifies material that should be included in the FAM/FAH, and works to ensure its inclusion therein.*
- i. Helps mediate differences between offices.*

2 FAM 1113 DEFINITIONS

(TL:GEN-295; 09-14-1999)
(State Only)

- a. **Directive** is a written communication that establishes and prescribes the organization, policies, regulations, or procedures that provide an official basis of operation. Directives are incorporated in the Foreign Affairs Manual and Handbook series. These directives derive their authority from statutes, Executive Orders, other agency directives, and further policies established by the Department. The Directives Management *Staff* (DIR) must clear and publish all Department Directives (see section 2 FAM 1115). With certain DIR-approved exceptions, all procedural and regulatory materials (*Foreign Affairs Handbooks*, etc.) must have their basis in the *Foreign Affairs Manual. Department* directives are *often* commonly referred to as regulations.
- b. **Directives Program** is a formal systematic method of incorporating statutes, Executive Orders, and other agency directives into Department policy and regulations and providing this information to offices as guidelines for operations. The Directives Management *Staff* (*A/RPS/DIR*)

administers this program.

- c. **Executive Orders** are mandates issued by the President that establish policies and delegate authority for operation of the Executive branch of the Government.
- d. **Foreign Affairs Handbook (FAH)** is an extension of the *Foreign Affairs Manual*. This supplemental series provides implementing guidelines and procedures for policies and regulations contained in the FAM. The term "Handbook" is used only to denote a Foreign Affairs Handbook. (See also 2 FAM 1115.5-1.)
- e. **Foreign Affairs Manual (FAM)** is the formal written document for recording, maintaining, and issuing directives of the Department. The term "Manual" is used only to denote the *Foreign Affairs Manual*.
- f. **Operating offices** are those organizations which have been assigned the responsibility for performing functions that support the Department's mission. These offices carry out performance of these functions in accordance with policies and regulations contained in the FAM and the guidelines provided by FAHs.
- g. **Other Agency Directives.** Statutes and Executive Orders designate lead agency responsibilities for developing and managing policies which affect the operations of the Executive Branch of the U.S. Government.
- h. **Program Offices** are those Department organizations that have been officially delegated the responsibility of developing, implementing, and managing appropriate policies and regulations. Program offices are also responsible for oversight and periodic review to ensure that operating offices are complying with Department Directives addressing their respective areas of program responsibility.
- i. *Regulation is another term for directive, see paragraph a above.*
- j. **Statutes** are legislative mandates incorporated into laws that govern and regulate the operations of government and other public interests. Statutes are initially issued as Acts of Congress and are incorporated into the United States Code (U.S.C.).
- k. **Transmittal letters** implement formal directive changes to FAM and FAH and provide the effective dates and necessary instructions for incorporating these changes into the official policies and regulations contained in the FAM.
- l. **Uniform regulations** are those directives which have been agreed to by the Department and other agencies and incorporated into their respective

regulatory materials (see 2 FAM 1112.5).

m. Valid (*validity*) is the term used to describe those directives which are determined to be in force for the Department through their proper issuance under the requirements of 2 FAM 1110.

2 FAM 1114 AUTHORITIES

(TL:GEN-295; 09-14-1999)
(State Only)

The Directives Management *Staff* (A/RPS/DIR, also referred to as DIR) works under the authority of, and in accordance with, among others:

- (1) The Federal Records Act of 1950 (44 U.S.C. Chapter 31);
- (2) Executive Order 12291 (2/17/81);
- (3) The Paperwork Reduction Act of 1980 (Pub. L. 96-511, 12/11/80; 94 Stat. 2812; 44 U.S.C. 2904, 2905, and Chapter 35); and
- (4) 41 CFR Subpart 201-9.103.

2 FAM 1115 DIRECTIVES PROGRAM

(TL:GEN-295; 09-14-1999)
(State Only)

- a. The directives program comprises of the *Foreign Affairs Manual*, the *Foreign Affairs Handbooks*, numbered delegations of authority (see 2 FAM 1115.3), acquisition regulations (see 2 FAM 1115.4), Department Notices and telegrams (interim issuance only), and collateral regulations (see 2 FAM 1115.6).
- b. For regulatory purposes, originating offices are not to use the terms "Manual" or "Handbook" in the titles of published materials, except as authorized by A/RPS//DIR (see 2 FAM 1115.5-2).

2 FAM 1115.1 The Foreign Affairs Manual (FAM)

(TL:GEN-295; 09-14-1999)
(State Only)

- a. The *Foreign Affairs Manual* is the official code of policies, operations, and

conduct that apply to activities of the Department of State and the Foreign Service (see 2 FAM 1114.6). The *Foreign Affairs Manual* consists of a projected 12 volumes, listed below with brief summaries of content. Abbreviations used for numbering transmittal letters follow in parentheses.

1 FAM - ORGANIZATION AND FUNCTIONS (TL:ORG -):

Organizational structure of the Department of State, functions, responsibilities, and authorities. Contains the official Department organization chart.

2 FAM - GENERAL (TL:GEN -): Consular districts, post management, foreign emergency relief, privileges and immunities, protocol, inspection program, issuance of regulatory material, public relations, Federal Register documents, overseas schools program, USUN housing program, etc.

3 FAM - PERSONNEL (TL:PER -): Employment, compensation, commissions, allowances and differential, attendance and leave, benefits, medical and health program, performance evaluation, labor-management relations, conduct, grievance procedures, separation/retirement, training, Foreign Service national employees etc.

4 FAM - FINANCIAL MANAGEMENT (TL:FIN -): Auditing, budgeting, accounting, disbursing, vouchers and claims, payrolling, structure and classification codes, etc.

5 FAM - INFORMATION MANAGEMENT (TL:IM -): Information Management related issues, including correspondence and records management, mail and pouch handling, audio-visual management, telecommunications, software engineering, system management, equipment and services acquisition, strategic planning, Freedom of Information, and program management.

6 FAM - GENERAL SERVICES (TL:GS -): Travel, transportation, and storage of effects; supplies, equipment, and nonpersonal services; procurement; personal services and benefits; commissary, mess, and recreational facilities; safety program; foreign buildings operations; procurement of automated data processing equipment; space allocation; and publication, library, and language services.

7 FAM - CONSULAR AFFAIRS (TL:CON -): Welfare of U.S. citizens abroad; judicial, financial, and medical assistance; shipping and seamen; acquisition and loss of U.S. citizenship; passport services; registration abroad, reports of birth, and absentee voting; and protection of foreign interests.

8 FAM - Reserved for Passports

9 FAM - VISAS (TL:VISA -): Issuance or refusal of visas to aliens.

10 FAM – PUBLIC, EDUCATIONAL, AND CULTURAL AFFAIRS (TL:PEC -): Public affairs, public diplomacy, education and cultural exchange programs, press relations, information dissemination to and within foreign countries, educational and cultural conferences.

11 FAM - POLITICAL AFFAIRS (TL:POL -): Political reporting, intelligence, treaties and other international agreements, international conferences. (The major portion of 11 FAM is CLASSIFIED.)

12 FAM – DIPLOMATIC SECURITY (TL:DS -): Security issues (including personnel, facilities, and systems), protection, investigations, courier service, counterterrorism.

b. A/RPS/DIR maintains the definitive master copy and inventory of the Foreign Affairs Manual.

2 FAM 1115.2 Interim Issuances by Telegram or Department Notice

*(TL:GEN-295; 09-14-1999)
(State Only)*

- a. In an emergency, a directive may be issued by Department Notice and/or telegram (memoranda, letters, faxes, etc., are not authorized for change issuance, and have no regulatory validity). All such communications and their changes expire 90 days from date of issuance. Originating offices must obtain clearance from the Directives Management *Staff* (A/RPS/DIR) on all such messages, before issuing them. All policies, procedures, etc., so issued without DIR clearance have no regulatory force. Department Notices announcing training, schedules, appointments, office location changes, and the like do not require DIR clearance. When in doubt, contact DIR.
- b. Department Notices and telegrams must contain all the necessary clearances, be in FAM format, and contain the "KFAM" and "AINF" TAGS.
- c. *For paper copies, file* Department Notices and telegrams after the title page of the FAM volume they amend. After 90 days from date of issuance, remove them.
- d. Responsible program offices will immediately start the procedure to publish the Department Notice or telegram to ensure that it is

incorporated into the FAM, *preferably* within 30 days. Generally, this procedure is better started before the interim change; originating offices should at least submit their proposed changes to DIR at the same time as the requested interim change.

- e. Where DIR-related or other administrative issues (as opposed to submitting office delays) have prevented issuance within the 90-day period, DIR may choose to continue such issuances' validity.

2 FAM 1115.3 Delegations of Authority

(TL:GEN-295; 09-14-1999)
(State Only)

- a. See 2 FAM 1140.
- b. *Delegations of authority, when assigned numbers by DIR, become part of the Department's body of authorities, to be cited as appropriate in the FAM and FAH series.*
- c. *Send all written delegations of authority to DIR, to be numbered for record purposes. DIR assigns and controls the numbering, and maintains a log of all numbered delegations of authority so published. These delegations are included in the regulations CD-ROM.*
- d. Numbered delegations of authority are published in the *Federal Register* when appropriate or requested by the originating office. As appropriate, delegations of authority may also be published in the *Foreign Affairs Manual*.

2 FAM 1115.4 Acquisition Regulations

(TL:GEN-277; 07-21-1992)
(State Only)

The Federal Acquisition Regulations System codifies under Title 48 of the Code of Federal Regulations uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR. The Department of State Acquisition Regulation (DOSAR) implements, supplements, and in some cases, deviates from the FAR. The FAR and DOSAR cover Department of State acquisitions both domestically and abroad. The Office of the Procurement Executive (A/OPE) is responsible for the DOSAR and represents the Department on the council that revises

the FAR.

2 FAM 1115.5 Handbooks and Guidelines

2 FAM 1115.5-1 Foreign Affairs Handbook Series

(TL:GEN-295; 09-14-1999)
(State Only)

- a. The Foreign Affairs Handbook (FAH) series (see 2 FAM 1113 *paragraph d*), contains materials which are inappropriate for inclusion in the FAM proper (such as either very wide or specialized/limited use/distribution, amount of detail, et al.), and has the same regulatory force as the FAM. Each handbook in the FAH series is identified by the same FAM volume number to which it relates. For example, 5 FAH-1 refers to *the Correspondence Handbook*. The "5" prefix refers to Volume 5, *Information Management*. The "1" *shows that this is* the first handbook *in* that FAH series.
- b. *DIR maintains a complete inventory and listing of all extant handbooks.*

2 FAM 1115.5-2 Other Guidebooks and Booklets

(TL:GEN-277; 07-21-1992)
(State Only)

- a. Other guidebooks (also termed guidelines, internal procedures, etc.) published in the Department which may relate to isolated operations are not always linked to the FAM. The Directives Management *Staff* must clear all proposed guidebooks or other similar materials prior to publication to determine whether they must be incorporated in a FAM volume or FAH handbook series. Guidebooks have no regulatory force.
- b. Booklets contain general information for distribution to individual employees or the public (such as health conditions or social customs in certain areas of the world). Booklets have no regulatory force.

2 FAM 1115.6 Collateral Regulations

(TL:GEN-259; 06-16-1989)
(State Only)

Collateral regulations comprise an organized collection of the regulatory publications of Federal agencies other than the Department of State which

affect the work of the Foreign Service and which have legal effect without reissuance by the Department. Such material is not ordinarily written into the *Foreign Affairs Manual* but is forwarded to posts in the form in which originally issued or as extracts therefrom under cover of explanatory telegrams or transmittal letters. These regulations are to be maintained as individual manuals or sets of issuances in the manner prescribed by the *Foreign Affairs Manual*.

2 FAM 1116 ISSUING DIRECTIVES

2 FAM 1116.1 Drafting Directives

(TL:GEN-295; 09-14-1999)
(State Only)

- a. Offices coordinate with Directives Management *Staff* (A/RPS/DIR) before they draft a directive to be published in the FAM (*and also* as a Department Notice or telegram). DIR will provide material which specifies the format and other requirements for FAM or FAH submissions and gives examples.
- b. The originating office is responsible for the substance, proper format, and necessary clearances of each directive which is proposed for publication as a change to the *Foreign Affairs Manual* or a *Foreign Affairs Handbook*. A directive submitted to the Directives Management *Staff* for publication *that* is not properly formatted or contains substantive errors, such as incorrect authority citations, is returned to the originating office for correction. If assistance is needed in drafting the directive, consult the Directives Management *Staff*.
- c. While *any office of the Department may propose* the initiation of a new or revised directive, the actual preparation of such material is the responsibility of the office having primary program responsibility or interest in the subject matter involved. When two or more offices share in the preparation of a single directive, this responsibility may be assumed by mutual agreement by any one office or it may be assumed by *the volume coordinator or* the Directives Management *Staff*.
- d. When drafting new or revised directives, drafting officers should collaborate with their counterparts in *USAID*, Agriculture, and Commerce with a view to obtaining uniformity. A uniform regulation may not be revised without interagency consultation.
- e. The originating office also prepares a suggested transmittal letter. The

transmittal letter is to summarize the specific major changes being made in the directive.

2 FAM 1116.2 Clearance and Submission Procedure

2 FAM 1116.2-1 Policy

(TL:GEN-295; 09-14-1999)
(State Only)

- a. DIR is responsible for ensuring that materials have proper clearance before issuance, printing, or other dissemination.*
- b. DIR may specify and require clearance points, and may decline issuance without said clearances.*

2 FAM 1116.2-2 Originating Office

(TL:GEN-295; 09-14-1999)
(State Only)

- a. *Working with the volume coordinator*, the originating office submits directives and transmittal letters proposed for issuance to other interested organizational units in the Department (and, if appropriate, other agencies) for comment, *and* clearance or review, as appropriate. *They also submit drafts* in proper DIR format (see below and 2 FAM 1116.1 paragraph a) to the Directives Management *Staff for initial review, analysis, editing, and formatting*, and, *later, for* publication.
- b. Circulation may be made under Form DS-809, Clearance Request, according to instructions thereon. Ordinarily the time limit for review of material is 5 to 10 working days. Under exceptional circumstance, the originating office may extend this period.
- c. The originating office is authorized to forward a proposed issuance to the Directives Management *Staff* without awaiting comment from clearance points beyond the time limit specified (or any special extensions granted). *Through the volume coordinator*, submit the text *and exhibits or other related material* for directives issuances to DIR under cover of an authorizing covering memorandum. *Along with the record copy include:*
 - (1) On diskette (if all the data can be transmitted on diskette) with accompanying paper copy printout; or
 - (2) In another form approved by DIR *(worked out with the DIR*

analyst).

2 FAM 1116.2-3 Clearance Points

(TL:GEN-295; 09-14-1999)
(State Only)

- a. Each clearance point indicates approval or disapproval on the Clearance Request or in a memorandum. In the case of disapproval, the clearance point gives its reasons. The response of the clearance point is signed by the head of the unit or, in the case of uniform directives, by the authorized representative of the other agency.

b. Usually required clearance points are:

- (1) L is **always** a clearance point for substantive issues;
 - (2) FMP for financial issues;
 - (3) PER for personnel issues; and
 - (4) DIR for all Department administrative issues, policies, and procedures.
- c. OIG is **always a review point** for new policies and, as needed, new interpretations and procedures.

2 FAM 1116.2-3 Formal Submission

(TL:GEN-295; 09-14-1999)
(State Only)

- a. *The originating office reconciles* comments on proposed directives into the draft directive. The *originating office sends the request for publication and* final draft, accompanied by all clearances in hard copy, and on a diskette in *approved* format [see 2 FAM 1116.2-1], to the Directives Management *Staff* by *or through the appropriate Deputy Assistant Secretary (or equivalent), as coordinated through the volume coordinator.*
- b. *If needed or requested by DIR, the originating office* explains reasons for nonacceptance of substantive comment from other offices in the covering memorandum.

2 FAM 1116.3 Review and Issuance

(TL:GEN-260; 7-21-1989)
(State Only)

- a. The Directives Management *Staff* determines and applies directives standards. .It makes such editorial changes it deems necessary (without re-clearance unless substantive intent of the proposed material is affected), and it arranges for publication.
- b. The Directives Management *Staff* reviews and issues all regulations, ensuring that:
 - (1) No conflicting and duplicating policies are published;
 - (2) Proper clearances and approvals have been obtained; and
 - (3) Directives are easy to understand.
- c. The Directives Management *Staff* obtains *or specifies for the originating office to obtain*, any additional clearances it deems necessary, especially if uniformity among agencies is involved, and is authorized to approve for publication new or revised directives when all offices concerned have made a review and have either concurred or dissented.
- d. When dissenting views cannot be reconciled by the originating office or the Directives Management *Staff*, DIR may refer the material to the next higher officer with authority to obtain a reconciliation or to make a decision. Material is also forwarded for approval by higher authority when warranted by the nature of the contents or when legally required.
- e. On a uniform directive, agency dissenting views are resolved by the Joint Regulations Board or by referral by the Board to senior officials of the agencies concerned.

2 FAM 1116.4 Issuance and Distribution

2 FAM 1116.4-1 General Policy

(TL:GEN-295; 09-14-1999)
(State Only)

- a. DIR is solely responsible for managing this program. Address all questions concerning this program, including validity of materials in either format, to A/RPS/DIR.
- b. *DIR prepares its master copies for Intranet and CD-ROM use, as well as providing* camera copy for limited quantities of paper versions for *its use*,

public sale, and emergency backup use. Offices may purchase and use these issuances to maintain backup copies, and for reference *as needed*.

- c. Changes are issued by Transmittal Letters (TLs), and replacements are made by subchapter. DIR *internally* issues changes in paper form, for validity and continuity purposes.
- d. Use the TAGS AINF and KFAM on all official communications.

2 FAM 1116.4-2 Intranet

(TL:GEN-295; 09-14-1999)
(State Only)

DIR posts the Department's directives on its web site on the Department's Intranet (Opennet). This is the official electronic version of these materials. Directives are updated on the web site as they are issued, either before or at the same time as other versions become available.

2 FAM 1116.4-3 Compact Disk Format

(TL:GEN-295; 09-14-1999)
(State Only)

- a. DIR submits electronic versions of its *unclassified* materials to A/RPS/MMS for issuance in in CD-ROM (Compact Disk-Read Only Memory) format (InfoExpress, etc.). This program *is* designed to produce changes to the FAM on a quarterly basis.
- b. *A/RPS/MMS issues, distributes, and fills purchase requests for copies of the CD-ROM.*

2 FAM 1116.4-4 Paper Copies

(TL:GEN-295; 09-14-1999)
(State Only)

- a. The *Multimedia* Services Division (*A/RPSMMS*) is responsible for the printing and distribution of directives in accordance with instructions furnished by the Directives Management *Staff (A/RPS/DIR)*. *Paper copies are generally of limited scope, and are usually classified material. DIR also uses paper copies to maintain its master and working volume copies.*
- b. *A/RPS/MMS fills purchase* requests for *paper* copies of unclassified directives.

2 FAM 1116.5 Volume Maintenance

(TL:GEN-295; 09-14-1999)
(State Only)

- a. As the articulation and record of the Department's regulations, policies, and procedures, the FAM series is a necessary part of the Department's supplies, and posts/offices receiving FAM and FAH volumes are to retain them and keep them current. Responsibilities for FAM/FAH maintenance include:
 - (1) *Providing means to access A/RPS/DIR's posted materials over the intranet whenever possible, or* keeping only necessary CD-ROMs, FAMs, and handbooks on hand, and making them readily available;
 - (2) Distributing promptly new material;
 - (3) *For paper versions*, holding accountable each manual holder (including officers) for maintaining the FAM/FAH in a current status, *and for CD-ROM, ensuring that the most recently issued version is on hand*; and
 - (4) Ensuring that the post/office retains FAM/FAH materials when manual/*handbook* holders depart for home leave, reassignment, transfer, or TDY, for use by their substitutes/successors.
- b. *Where CD-ROM and paper versions are maintained, posts and offices* should include FAM maintenance as part of the job descriptions of designated employees, and should include a FAM/FAH review as part of check-in and check-out procedures.
- c. Posts and office should return unneeded *binders and classified* copies to DIR and, *if receiving paper or CD-ROM issuances*, request *A/RPS/MMS* to *change* their distribution.

2 FAM 1117 DIRECTIVES RECORDS

(TL:GEN-260; 7-21-89)
(State Only)

The Directives Management *Staff* maintains complete records showing clearances and approvals on all materials published by it. These records are available to officers of the Department who seek information on the history of directives.

2 FAM 1118 DIRECTIVES VALIDITY AND INTERPRETATION

2 FAM 1118.1 Validity

(TL:GEN-295; 09-14-1999)
(State Only)

- a. The Directives Management *Staff* (*A/RPS*/DIR) is responsible for determining the validity of Department of State regulatory materials. Within the Department, DIR has sole authority to determine the validity of any given directive. As the managing office, DIR maintains an official copy of all valid directives.
- b. DIR will respond to questions of apparent discrepancy or divergency between the CD-ROM (Compact Disk-Read Only Memory) and paper versions upon request (for example, due to older processing requirements FAM citations have differed slightly between the two formats; but both are equally valid as long as their substance is the same).
- c. Direct requests concerning the validity of regulatory materials to *A/RPS*/DIR.

2 FAM 1118.2 Interpretation

(TL:GEN-277; 07-21-1992)
(State Only)

The originating office is responsible for interpreting the directives which it originated. Inquiries received by the Directives Management *Staff* will be forwarded to the originating office. Interpretation of uniform directives is made after interagency consultation.

2 FAM 1119 UNASSIGNED